

*"Making a difference through excellence of service"*



## CITY OF WARRENTON

### REQUEST FOR ADJUSTMENT DUE TO A LEAK

The City of Warrenton has a policy of issuing partial credits for leaks that are repaired in a timely manner. The City expects leaks to be repaired within ten days of discovery. Credits are based on your average usage for the previous year.

Leak adjustments can not be processed until your water consumption has returned to a normal level based on your pre-leak consumption. You are required to keep your account current while you are waiting for an adjustment to be processed. Failure to keep your account current can result in past due penalties and service discontinuation.

Account: \_\_\_\_\_ Service Address: \_\_\_\_\_

Customer Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date Leak found: \_\_\_\_\_ Date Leak repaired: \_\_\_\_\_

Please describe the specific circumstances of your leak and repair: \_\_\_\_\_

---

---

---

---

---

Repair performed by:      Plumber –attach invoice or receipt for repair  
   Self –attach receipts for parts and supplies  
   Other – Please explain \_\_\_\_\_

**REQUESTED DOCUMENTATION MUST BE ATTACHED FOR YOUR ADJUSTMENT TO BE PROCESSED.**

**YOU MUST SUBMIT COPIES OF PLUMBER'S BILLS AND/OR RECEIPTS FOR PARTS REQUIRED TO FIX THE LEAK. FAILURE TO ATTACH THE REQUESTED DOCUMENTATION WILL DELAY THE PROCESSING OF YOUR ADJUSTMENT UNTIL DOCUMENTATION IS RECEIVED.**